HOSTEL RULES

(Applicable to both Ladies and Men's hostel)

St. Thomas Institute for Science & Technology

(COLLEGE CODE: STI)

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(Applicable to both Ladies and Men's hostel)

1. Administration

a) The Hostel shall be under the direct control of the warden.

b) The warden shall have powers to issue instructions and standing orders to regulate the internal matters of the hostel and the warden's decision shall be final in all matters connected with the hostel.

2. Admission

a) Admission shall be confined to the regular full time students who are in the current nominal roll of the college prepared from time to time by the St. Thomas Institute for Science & Technology, Thiruvananthapuram.

b) Application for the admission should be addressed to the warden, St. Thomas Institute for Science & Technology Hostel, Thiruvananthapuram. They should be made in the prescribed form, copies of which can be had from the office on payment of Rs. 50/- per copy. Application not in the prescribed form will not be accepted. Application for hostel admission will be issued only at the time of admission.

c) The warden shall have the right to refuse admission to any applicant without assigning any reason. The parents / guardian of the applicant should be present at the time of admission.

3. Allotment of Rooms

a) Rooms will be allotted at the discretion of the Warden. Rooms once allotted will not be changed at any circumstances during the academic year / semester.

b) Each student will be supplied with the required furniture and he/she will be responsible for properly keeping and returning the same in good condition. The students will not be permitted to bring any items of their choice. No item of furniture shall be shifted from one room to another room under any circumstances.

c) Rooms are provided with electric lights. Students should see that lights are switched off when they go to sleep or leave the room. Electrical installation should not be tampered with. Any infringement will be dealt with seriously.

d) No single room facility is given to the inmates.

4. Study, Mobile Phone Handing Over & Prayer Timings

a) Prayer time: 7.45 pm

b) Dinner: *See section 5*

c) Study time: 6 pm – 7.45 pm & 8.30 pm – 11.30 pm

d) Mobile phone handing over: 7.45 pm – 6.30 am

5. Mess Timing & Fees

a) The hours of mess in the dining hall will ordinarily be:

Breakfast: 7:30 to 8:00 A.M.

Lunch: 12:30 to 1:15 P.M.

Tea: 4:00 to 4:30 P.M.

Dinner: 8.00 P.M to 8:30 P.M.

Fees Structure

One month	6300 Rs
Above 20 days	6300 Rs
Up to 20 days	4700 Rs
Up to 15 days	3700 Rs
Up to 10 days	2700 Rs
Less than 10 days	300 Rs per day

Misc.:

Establishment fees: Rs 1500 (*included in the monthly charges*)

Admission & registration fees (*every academic year*): Rs. 1000

WI-FI usage deposit (*only boy's hostel, refundable*): Rs. 300

Payment of bills

a) All the hostel bills must be paid on the first day of the month or on the first day he/she enters the hostel .In case a student fails to pay his/her hostel dues by the due date, a fine of Rs 500/- per month will be applicable.

b) In case a student fails to clear his/her bills one month after due date, S(he) will have to vacate the hostel immediately

6. Reduction of Mess Fees

Reduction mess charge will be granted to absentees subject to the following conditions.

a) Absentees should inform the date of absence to warden prior in advance.
b) A member is entitled to get remission only if he has been absent more than ten days consecutively in the calendar month.
c) Saturday, Sunday & public holidays cannot be clubbed together for calculation of days absent (*except onam & christmas holidays*)
d) Semester break as per university order/academic calendar will be considered.
e) Establishment fees of Rs. 1500 will be charged every month for all cases (*included in the tariff structure*).
f) Vacating of hostels will be considered only towards the month-end & with prior permission of concerned.

7. Guests

a) No student is allowed to bring a guest in to the hostel to stay there without the previous permission of the warden.
b) No member may introduce more than one guest at a time without the prior sanction of the warden. The guests shall not be transferred from one member to another.
c) The guests are subject to the rules and regulations of the hostel.
d) The warden shall have power to refuse permission to stay in the hostel to any person as guest without assigning any reason.
e) A register of guests will be maintained in the following form. The student who brings the guests will fill in the details in the register.
    1. Name, Class & Room number of inmate.
    2. Name and address of the guest.
    3. Date of arrival
    4. Date of departure
    5. Signature of student.
    6. Signature of Resident Tutor.

8. Medical Aid

In case of serious or infections disease the guardian of the patient will be informed and requested to take charge of him/her.

9. General Discipline

a) Members should keep their rooms scrupulously clean. Solid things and clothes should be stored out of sight. Disordered rags and papers should not be thrown about in the rooms corridor, terrace and premises. The rooms, doors etc. should not be disfigured by writing sticking hand bills, postures etc.

b) The inmates should behave with restraint and decorum, shouting, reading aloud, playing musical instruments or radios audio systems and other acts likely to disturb other inmates should be avoided at all times.

c) No inmates shall enter or leave the hostel after 6:30 P.M.

d) Inmates should stay, work and sleep in their own rooms.

e) Members are not permitted to convene meeting of any sort or organize any demonstration anywhere in the hostel or its premises.

f) No circular notice or subscription list shall be taken round except with the permission of the warden.

g) No member shall take active part in political meetings, propaganda or procession. Disregard to this rule might lead to immediate expulsion from the hostel.

h) No student shall absent himself for any night without prior sanction obtained from the warden. If a student finds it necessary to leave the hostel on urgent affairs and is unable to see the warden, he must, before his departure, report the reasons of his absence in writing to the warden.

i) No stranger will be allowed in the hostel premises for carrying out any business.

j) Before vacating the hostel accommodation, students are required to hand over keys provided to them.

k) No student is allowed to use any sort of narcotics. Any student found involved in use or possession of narcotics will be expelled from the hostel.

l) Students are not allowed to keep any electrical appliances in their rooms without prior written permission of the hostel management. It would attract a heavy fine for violating the rule.

m) No smoking in the rooms or premises of the hostel.

n) No computer will be allowed in the room, only laptops with permission.

o) No cooking will be permitted.

p) Ragging in any form is strictly prohibited.

q) No students will be allowed to stay back in the hostel during class hours.

r) Mobile phones are not allowed during the study hours. In case academic performance is weak, the mobile phone will have to be deposited with the warden. Refusal to do so, if reported by the warden will attract disciplinary action as deemed fit by the warden.

10. General requirements for stay in hostel

The college will provide:

a) A single cot for each student.
b) Subject to availability, the college may provide a table & chair for each student.
c) Common study area in block "A" can be used by hostel students for studying.
d) Safe drinking water – Kent water purifier.

The students should bring by themselves:

a) A bedding – single cot size.
b) Pillow & pillow cover.
c) At least a pair of bed sheet.
d) 1 plastic - bucket & mug.
e) Storage space for personal items.
f) Essential medicines as per individual needs.
g) Money in cash is not encouraged. E-cash is encouraged.
h) Normal iron box for clothes.
i) 1 plastic bottle – to collect drinking water.
j) 1 steel dining plate for canteen & glass for personal use (*plastics not allowed*)
k) 1 steel tiffin box, in case parcel facility is needed from canteen (*plastics not allowed*)
l) Other personal effects as required like: washing soap & powder, hair oil, soap, bathroom slippers, snacks etc.
m) Sufficient clothes/dress to cover at least 2 weeks of continuous stay if student is residing in Kerala. If residing outside Kerala at least 3/4 months of continuous stay should be planned.
n) In the rare event of a power failure, students should be equipped with a small emergency torch or light or candle, power bank and charger as would be applicable.

Note:

a) The college is located on the main road & most items of daily use & requirements are available in the shops near the college main gate, which are all within walk able distance.
b) The college has a main canteen where breakfast, lunch, dinner, snacks, tea/coffee etc. are available.
c) The college also has a pantry where snacks, tea/coffee, juice etc. are available.

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